

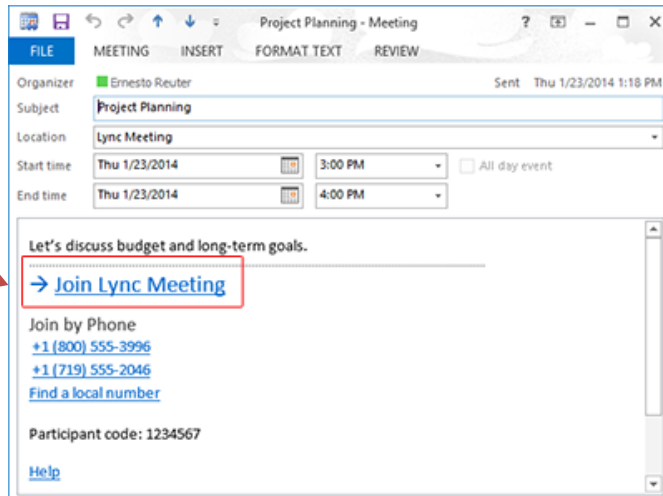


Internal users with a Lync account Connecting to a Lync Meeting

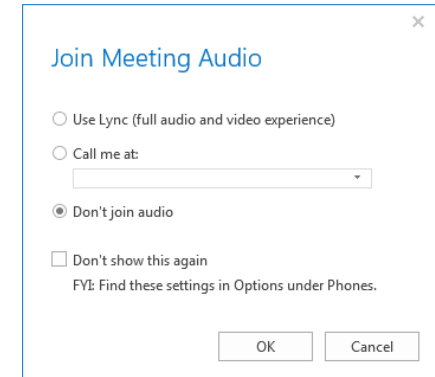
Join Lync Meeting & Test Connection

If you have the desktop version of Lync...

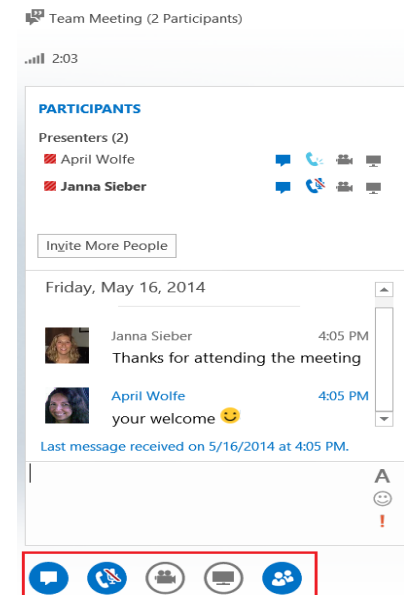
1. Go to **Outlook > Calendar**, open the Lync Meeting request and select **Join Lync Meeting**.



2. After clicking the link to the Lync meeting, you will be prompted to select an option for audio, Select **Don't join audio** and click **OK**.

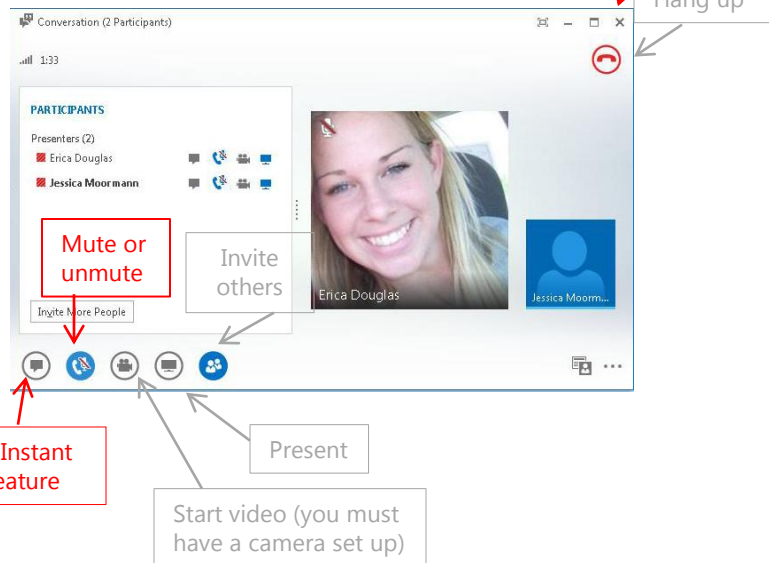


3. The meeting will open in an Instant Message / Chat view.



Quick Overview

Once you are in the meeting, you will have a variety of options:



Instant Message

Click the icon to send and read instant messages. This is a good option if you do not have a microphone set up on your computer. It will allow attendees to interact with the presenter and other participants.

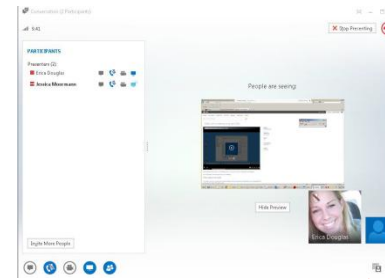
NOTE:

As an Internal user with a Lync account, in addition to sending IM to the group you can also send an IM privately to the presenter or other attendees with a Lync account. However, you **can not** send IM privately to attendees who logged in through the Lync Web App.

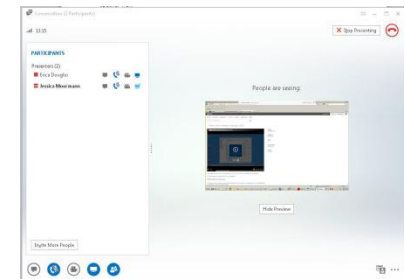
Views

If you have selected Speaker or Presentation View you will be able to see any content that the presenter is sharing. This can be a program, a Lync whiteboard, a PowerPoint, or anything on their desktop.

Speaker View



Presentation View



View options

Compact View

